



**SPECIFICATION**

**CPD/004/122/191**

**1 Introduction**

1.1 The Department for Levelling Up, Housing and Communities (DLUHC)'s People, Places and Communities Division is seeking to procure a supplier with the relevant experience, cultural aptitude and capability to manage and deliver the competitive annual Windrush Day Grant Scheme (WDGS) for a maximum of £80,000 per annum. DLUHC have a budget of £500,000 for the WDGS.

1.2 The grant supports communities to commemorate, celebrate and educate people about the contributions of the Windrush Generation and their descendants, and mark the anniversary of the disembarking of MV Empire Windrush at the Port of Tilbury on 22 June 1948.

**2 Background**

2.1 The WDGS was announced in June 2018. The scheme is backed by government funding, and seeks to pay tribute to the dreams, ambition, courage and resilience of the Windrush pioneers who arrived in Britain after the Second World War, and the generations that followed.

2.2 DLUHC leads on the WDGS, which is a part of the Government's overall strategic approach to engagement and outreach with the Windrush generation, led by the Home Office. This includes the Home Office's Windrush Compensation Scheme. However, unlike the Home Office's scheme, which centres on compensation, the DLUHC Windrush activity focuses on celebration and commemoration. Indeed, the aims of the WDGS to date have included fostering a greater sense of pride for the contributions made by British Caribbean communities and building community cohesion by encouraging a shared understanding of the Windrush story. The first £500k grant scheme was delivered in 2019, and its three annual iterations so far have allowed the government to support over 130 projects across England.

2.3 The WDGS is The Windrush Day Grant Scheme is overseen by the Windrush Community Funds and Windrush Schemes Sub-group, who advise on the design and scope of the scheme and recommend which projects to fund. The Department pulls together detailed guidance for applicants to advise prospective applicants on how best to complete the application form. For a copy of the latest guidance for applications, please [see here](#). Each year we receive an average of approximately 250 applications which take an average of 4 weeks to assess. The top scoring applications are shortlisted and shared with members of the sub-group, along with all applications, to moderate. The sub-group scrutinise the applications and determine the final funding recommendations for ministers to consider. For further information about the sub-group, please [see here](#).

2.4 The WDGS feeds into DLUHC's strategic priorities. Indeed, celebration of the Windrush generation supports the Department's work to create more integrated and resilient communities, where many religions, cultures and opinions are



celebrated, underpinned by a shared set of British values that champion tolerance, freedom and equality of opportunity. This is integral to the Government's commitment to level up opportunity, help build greater trust in public services, improve outcomes for everyone and forge a greater sense of belonging.

### 3 Objectives

3.1 DLUHC is seeking to contract a supplier to manage the Windrush Day Grant Scheme for up to three Grant Funding Cycles (2022, 2023 & 2024) (this is subject to ministerial approval and approval from HMT). The contract will be for an initial period of 1 year; where 1 year is defined as one Windrush Day Grant Scheme Funding Cycle. There will be the option to extend this contract in yearly increments (1+1+1) representing up to two additional Windrush Day Grant Funding Cycles.

3.2 In the 2022 Scheme we will be looking to fund projects that successfully demonstrate how they will achieve the following aims and outcomes:

#### Aims

3.2.1 We are looking for projects to focus primarily on *one of* the headline aims of the Windrush Day Grant Scheme, as follows:

- **To educate** people about the Windrush story, seeking to build awareness of historical facts and deepen understanding about the Windrush Generation and their descendants. This includes those pioneers who arrived on the MV Empire Windrush in 1948, and those who came on vessels and planes in the decades afterwards.
- **Foster a greater sense of pride for the contributions made by British Caribbean communities among wider communities.** The Windrush Generation and their descendants have contributed a great deal to society over more than seven decades. We invite proposals for projects that proactively support and encourage people from different backgrounds to embrace this aspect of our shared history.
- **Celebrate and recognise.** We want projects to celebrate and recognise the contribution that the Windrush Generation and the wider British Caribbean community have made to Britain.

3.2.2 In addition, all proposals should seek to:

- **Build community cohesion between people of different age groups and ethnic backgrounds and across all regions of the country.** Projects should encourage communities to work together across generational and social divides. The Windrush Generation and their descendants live and work in communities around our country, and events and activities should engage with them, as well as with those from different age groups and ethnic backgrounds.
- **Be community-led and have a positive social impact.** We want projects to be developed by, or with, the British Caribbean community, and for organisations to carefully consider how the project will create a positive social impact in their local area, helping to galvanise



communities to work together to embrace positive aspects of their shared identity.

3.2.3 Where proposals are led by local authorities, we will be looking for a clear demonstration that the proposal has been developed with the British Caribbean community and local community organisations.

### **Outcomes**

3.2.4 We will be looking for projects that achieve all of the following three outcomes of the Windrush Day Grant Scheme:

- **Greater community cohesion:** supporting cohesion by bringing together British Caribbean communities with a diverse range of people of different ages, ethnicities and backgrounds.
- **Have a lasting impact beyond the Government funding period:** projects are designed so that they continue to have an impact after the funding period has ended. This could be by forming new local partnerships or producing assets that can continue to be shared.
- **Increased acknowledgement of the contribution of the Windrush Generation and their descendants:** people will have formed a better understanding of the Windrush Generation's contributions to British society, as well as wider contributions made by British Caribbean communities to our country.

3.2.5 22 June each year marks National Windrush Day and projects must include activity on this date. Events and activities may take place over a longer period throughout the year up until 31 December 2022.

3.2.6 This is the fourth year of funding and we are looking for unique and genuinely innovative projects that are creative and exciting. For example, a proposal that brings together local partners to create an artistic project, or a short-term entrepreneurial scheme to support young descendants of the Windrush community to improve their academic or vocational skills. We invite applicants to really think outside of the box and propose projects that have not been run or funded before. Proposals could be designed to (**note the below is for illustrative purposes only**):

- Bring together local partners and communities to create a unique artistic project;
- Run a short-term scheme that supports young descendants of the Windrush community to improve their academic, vocational or entrepreneurial skills – and demonstrate how the scheme has made an impact;
- Run novel activities in partnership with local schools, for example, through assemblies, workshops, education trips and project work.

3.2.7 We invite proposals to also demonstrate how their project will work with local partners, such as museums, libraries and schools.



3.3 In line with the above, the supplier's work under this contract will be to deliver the following objectives:

3.3.1 To work with stakeholders including DLUHC, the community stakeholders/governance panel to develop guidance for applicants and assessment criteria for the Windrush Day Grant Scheme. These should take into account the scheme's high-level objectives alongside social impact, value for money and plans for project evaluation and monitoring. **(This is not applicable in cycle one).**

3.3.2 To promote the Windrush Day Grant Scheme amongst relevant and eligible organisations through, for example, publication on social media channels and other relevant online platforms and newsletters, encouraging them to submit applications to the scheme **(This is not applicable in cycle one)**

3.3.3 To host and run at least five bidder days in locations around the country and/or online in order to promote the Windrush Day Grant Scheme and address questions from potential applicants. All aspects of the supplier's work are expected to be planned and delivered in line with the relevant Working safely during coronavirus (COVID-19) guidance: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>. **(This is not applicable in cycle one)**

3.3.4 To assess all applications to the Windrush Day Grant Scheme against a scoring criteria. DLUHC can provide guidance on what needs to be included in the scoring criteria, as well as how much weighting each scoring metric should be given, however, the supplier is at liberty to decide how exactly to score, i.e. via a RAG rating, out of 10 etc. **(Dependent on timelines, DLUHC may commence this work in-house.)**

3.3.5 To provide a comprehensive set of documents for stakeholders prior to the moderation meeting/s. As a minimum, this should include: a scoring breakdown of all eligible bids, a shortlist of the highest scoring bids, a longer list of marginal bids, and a spreadsheet that invites stakeholders to share their thoughts and feelings on the shortlist. Further information on key requirements is provided in 4.9 below.

3.3.6 To conduct due diligence checks on the shortlisted organisations. DLUHC will provide guidance on what these checks will entail.

3.3.7 To notify unsuccessful and successful applicants of the outcome of their application. While the supplier will not be expected to provide comprehensive feedback to unsuccessful applicants, each response should provide a brief overview of areas in which their applications could have been improved.

3.3.8 Up to £500k funding will be delivered to the supplier at the start of the 2022/23 financial year to be disbursed to successful applicants in line with the timelines as outlined in this document. See Appendix 1 at the end of this document for further information.



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3.3.9 To work with successful organisations in order to closely monitor and report on project delivery against intended outcomes.

3.3.10 To consider any implications of the coronavirus (COVID-19) on all areas of work, including the design and delivery of the Windrush Day Grant Scheme programme.

3.3.11 To closely monitor delivery of all projects, communicating regularly with DLUHC and stakeholders on performance, and taking an active role in supporting projects to meet their delivery schedules.

3.3.12 To encourage collaboration and networking between projects to maximise scope and effectiveness, where projects are similar and/or located in the same geographical areas.

3.3.13 To produce interim and final evaluations on the outcomes produced by the projects, the overall impact of the scheme and the value of the scheme in commemorating the Windrush generation and their descendants.

### 4 Scope

4.1 The contract will be for an initial period of 1 year; where 1 year is defined as one Windrush Day Grant Funding Cycle. There will be the option to extend this contract in yearly increments (1+1+1) representing up to two additional Windrush Day Grant Funding Cycles. Windrush Day Grant Funding Cycle one (1) of this contract (which constitutes the initial contract term) will begin in January/ February 2022 and end in December 2022.

4.2 The supplier's involvement in Windrush Day Grants Funding Cycle two (2) and three (3) are dependent on gaining Ministerial approval, whether DLUHC successfully secures budget from HMT for further years of grant funding, confirming the role of external organisations in the future of the scheme, as well as satisfactory supplier performance in cycle one (1). Option years will be enacted via a formal Contract Amendment issued by the Authority. Phase one of Windrush Day Grant Funding Cycle two (option year one) will begin in October 2022. The supplier will be given one month's notice that the Authority is taking up an option period (i.e., in September 2022). Grant funding cycles may run simultaneously, i.e., Phase 1 of cycle two is expected to start in October 2022 and run in parallel with Phase 5 of cycle one ending in December 2022. For further information on key dates pertaining to funding cycles one, two and three please see **Annex A**.

4.3 Break points are included before the commencement of each Phase during the option years of the contract (option years one and two). The Authority reserves the right to break the contract via serving one month's written notice to the Contractor giving notice prior to the commencement of the subsequent Phase.



The Authority will pay all reasonable costs associated with the contract up until the commencement of the subsequent Phase.

4.4 The supplier will be expected to adhere to the Supplier Code of Conduct through the contractual period. See here:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779660/20190220-Supplier\\_Code\\_of\\_Conduct.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf).

4.5 The supplier will deliver the Windrush Day Grant Scheme in partnership with DLUHC and the community stakeholders/governance panel, in line with the following scope and stages:

4.6 Throughout the delivery period:

4.6.1 To manage responses to external correspondence relating to the Windrush Day Grant Scheme from members of the public and interested organisations in addition to the correspondence specified at each phase of work. To provide lines, when requested, to feed into DLUHC briefings for ministers and senior officials.

4.6.2 To agree and monitor the timely delivery of key milestones set out in 4.7 to 4.12 below. To provide monthly summary reports to DLUHC against key milestones, including progress, key activities, any risks or changes to delivery and a summary of correspondence received and responses delivered.

4.6.3 To attend meeting with the Windrush Community Funds and Windrush Schemes Sub-group as and when required. When attendance is required, DLUHC will give the supplier at least 5 working days notice.

4.6.4 To perform ad hoc administrative tasks as and when required.

4.6.5 All aspects of the supplier's work are expected to be planned and delivered in line with the relevant Working safely during coronavirus (COVID-19) guidance: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>.

4.7 Phase 1: Preparation (pre-application window): (All are not applicable in cycle one as DLUHC are managing these areas of work in-house):

4.7.1 The following tasks will not all be needed in year one as DLUHC are undertaking some of these in-house. **However, the supplier will be expected to complete all of these tasks if the option years (years two and three) are utilised.**

4.7.2 To open the application window for the Windrush Day Grant Scheme for at least eight weeks in length, including setting up and managing a mailbox for applicants to submit forms and make enquiries. To respond to enquiries about the grant scheme.

4.7.3 To draft eligibility and assessment criteria, taking steers from a consultation meeting it will set up with DLUHC and the community stakeholders/governance panel. The supplier is expected to base their work





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on the eligibility and assessment criteria developed for previous iterations of the grant scheme.

### 4.8 Phase 2: Promotion (during application window) (All not applicable in cycle one as DLUHC are managing these areas of work in-house):

4.8.1 To work with DLUHC and the community stakeholders/governance panel to promote the scheme widely throughout England through, for example, social media channels and other relevant online platforms and newsletters. Focus on reaching areas with large populations of people from British Caribbean backgrounds, in particular.

4.8.2 To host and run at least five bidder day events in key locations around the country and/or online. These should invite potential applicants to hear more about the scheme and advise on how best to apply, and to address any questions (format of bidder days must be in line with COVID-19 guidance.)

### 4.9 Phase 3: Assessment and moderation (post-application window): February – May 2021:

4.9.1 The supplier is expected to undertake assessment of bids in accordance with the Government's Code of Conduct for Recipients of Government Grants.

4.9.2 To register, file and respond to all applications with notification of receipt.

4.9.3 To assess application eligibility against the agreed criteria as described in clause 4.7.3.

4.9.4 To provide scoring and assessment of all applications against the agreed criteria.

4.9.5 To draw on the community networks your organisation has referenced as part of your tender response in question 4.1 of the evaluation criteria and discussed with DLUHC at the start of the contract for local insights on applicants, to aid in understanding their reach into communities. To consider advice given to previous applicants or grantees from previous funding rounds. This includes registering how many times a project has been funded through the scheme.

4.9.6 To recommend how the grant funding should be distributed, including recommended funding amounts for the highest scoring projects.

4.9.7 To provide an additional list of 'marginal' applications that have not scored highly enough to be recommended funding, but could be considered as strong applications, along with a possible funding amount for each.

4.9.8 To support DLUHC and the community stakeholders/governance panel, the Windrush Community Funds and Schemes sub-working group to moderate the funding recommendations, including sharing of documentation and assessment of applications in advance, and attending and presenting at moderation meeting/s.



4.9.9 To notify all applicants of the outcome of their application within an agreed window.

4.9.10 To have a process to identify and share with DLUHC any possible conflict of interests between the supplier and individual Windrush Day Grant Scheme applicants and offer alternative solutions to ensure equal treatment of all applications.

**4.10 Phase 4: Grantee project support:**

4.10.1 To support delivery of individual projects funded under the Windrush Day Grant Scheme, including liaising with project leads on budgets and delivery plans. To respond to queries that the projects may have throughout the delivery period.

4.10.2 To work with Windrush Day Grant Scheme funded projects to develop substantive KPIs, based on those outlined in their application forms and reflective of any change in the amount of funding offered. Ensure that all KPIs are sufficiently aligned with the objectives of the Windrush Day Grant Scheme and broader DLUHC objectives.

4.10.3 To draft and agree grant funding agreements with all successful Windrush Day Grant Scheme funded projects and disburse funding from May/ early June 2022. Funding should be delivered by BACS to successful organisations. Ahead of making payments, the supplier should complete financial due diligence checks on all successful organisations and in line with eligibility criteria referenced in grant applications (this is to prevent fraud and adhere to appropriate checks and balances). As a minimum, financial due diligence checks should cover: whether an organisation has submitted accounts late; whether the requested amount was greater than 50% of their previous year's expenditure; whether there are any unexplained debts on their balance sheet; whether the organisation has cash reserves greater than a year's expenditure without sufficient explanation; and checking whether an organisation has only been established in the last 12 months. The supplier should ensure these checks form a part of the overall assessment of bids and budgets, including whether the costs outlined are reasonable, if the approach to delivery is well planned, and accountability is clear.

4.10.4 To draft, distribute and collate project monitoring and evaluation forms and participant feedback forms.

4.10.5 To monitor Windrush Day Grant Scheme funded project delivery against agreed KPIs and provide steers and advice to projects in achieving their proposed goals and outcomes.

4.10.6 To provide DLUHC with monthly updates on the progress of Windrush Day Grant Scheme funded projects. This should include updating on project progress against its aims and targets; updating on any highlights; updating on any press coverage received and updating on any issues.





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4.10.6 To facilitate collaboration between Windrush Day Grant Scheme funded projects where activities are similar and/or based in close geographical proximity to one another.

4.10.6 To visit Windrush Day Grant Scheme projects, and to potentially attend project events.

4.10.6 To compile a list of successful projects by theme (e.g., 'to create greater community cohesion'), their regional location, agreed amounts of Departmental funding and match contributions. Also, to develop a detailed risk register to be shared with DLUHC and partners based on where projects are struggling to deliver; and assist projects with mitigation of these risks by offering advice, support, and guidance to enable successful delivery.

### 4.11 Phase 5: Evaluation (post-project completion):

The evaluation seeks to monitor the activities of Windrush Day Grant Scheme funded projects. It is made up of an interim evaluation, that is expected to be completed in September, which evaluates the progress of the Windrush Day Grant Scheme, and a final evaluation, released in January, that evaluates the impact of the scheme post-project completion. The interim evaluation would draw on monthly reports and participant survey data from around 12 projects to assess progress at an interim stage. The final evaluation would draw on data from grant recipients, project participants, and qualitative data from a few projects. It also should make summary observations and recommendations to inform future implementation of the scheme.

The supplier is expected:

4.11.1 To support and encourage projects to complete monitoring forms and submit participant feedback forms.

4.11.2 To gather and compile photos, videos and materials produced by Windrush Day Grant Scheme funded projects. The exact method will be agreed between funded projects and the contractor prior to the commencement of Phase 5.

4.11.3 All photos, videos and materials for each applicant will be collated into one single folder by the contractor and shared with DLUHC in this format. Where possible, this should be shared virtually, with the exception of physical publications.

4.11.4 To analyse quantitative data submitted by projects through participant feedback and evaluation forms. Generate findings in order to compile a report on project impact as well as the impact of the Windrush Day Grant Scheme as a whole in relation to its objectives and broader departmental objectives.

4.11.5 To perform an in-depth qualitative evaluation on a select number of projects across a range of geographic areas and project types.

### 4.12 Additional considerations:



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4.12.1 Consideration should be given to the most cost-effective way to deliver this service.

4.12.2 Providers will need to be able to prove that they will give due regard to GDPR and handle applications, and the information provided by applicants, appropriately.

4.12.3 The supplier is not permitted to carry out the work on Government premises so will not require government security clearances.

4.12.4 Providers will need to flag any potential conflicts of interest in relation to applications to the Windrush Day Grant Scheme at an early stage.

4.12.5 Providers will need to demonstrate how they will deliver social value through the contract, specifically how they will work to improve community integration.

### **5 Deliverables/Outputs and Performance Measures**

5.1 The supplier will work to deliver the following outputs:

#### 5.2 Throughout the delivery period

5.2.1 To agree and monitor the timely delivery of key milestones set out in the project timeline as contained in clause 4.7 to 4.12. Provide monthly summary reports to DLUHC against key milestones set out in the project timeline, including progress, key activities, any risks or changes to delivery, and a summary of correspondence received, and responses delivered. If a project is experiencing delays, the supplier should commission projects to update their project plan and share this with DLUHC.

5.2.2 Share and signpost applicants to latest COVID-19 Government advice. Develop and work to a project plan for delivery of the Windrush Day Grant Scheme in collaboration with DLUHC.

#### 5.3 Phase 1: Preparation (pre-application window) (not applicable in cycle one)

5.3.1 Agree grant assessment guidance and eligibility criteria documents as detailed in the Guidance for Applicants, FAQs and Application Forms completed and ready for publication with DLUHC and the community stakeholders/governance panel. (Not applicable in cycle one).

5.3.2 Agree eligibility and assessment criteria following consultation meeting with DLUHC and the community stakeholders/governance panel. Open and manage a mailbox for application forms and enquiries.

#### 5.4 Phase 2: Promotion (during application window) (not applicable in cycle one)

5.4.1 Scheme well publicised in communities across the country, particularly in areas with high British Caribbean population density. This activity yields between 200 – 400 strong applications for the grant scheme are received. 4 – 5 bidder days held in locations around the country with significant numbers of British Caribbean residents and/or online. All queries on the Windrush Day Grant Scheme are responded to.



**5.5 Phase 3: Assessment and moderation (post-application window):**

5.5.1 All applications filed and shared with DLUHC and notifications of receipt delivered to all Windrush Day Grant Scheme applicants. Completed within one week of application window closing.

5.5.2 All applications assessed for eligibility against the agreed Windrush Day Grant Scheme Award Criteria, as agreed with DLUHC. Completed by April 2022.

5.5.3 Full recommendation of how the funding should be distributed submitted, including recommended funding amounts for the highest scoring projects. The format of this recommendation is at the discretion of the supplier; however, it should be evidence-based and linked to the scoring completed during the assessment stage. Completed by April 2022.

5.5.4 Additional list of 'marginal' applications submitted, which did not score highly enough to be recommended funding, but could be considered as strong applications, along with a possible funding amount for each. Completed by April 2022.

5.5.5 Advice submitted on shaping moderation meeting/s, alongside attendance and presentation on assessment phase. Completed in April 2022.

5.5.6 All applicants notified of the outcome of their application. To note, in-depth feedback for unsuccessful applicants will not be provided. Completed in May/ early June 2021.

**5.6 Phase 4: Grantee project support: Completed across May – December 2022 (These dates are for cycle one only)**

5.6.1 All grantees offered advice on budgets and best practice, including connection with other projects operating in the same geographical region or sector. Completed by mid-June 2022.

5.6.2 Agreed Windrush Day Grant Scheme funding disbursed to all successful grantees by May/ early June 2022, on completion and receipt of grant funding agreements and subsequent financial due diligence checks. Funding should be delivered by BACS to successful organisations.

5.6.3 All grantees demonstrate rigorous KPIs that work towards DLUHC's broader set of objectives for the scheme and this data is used to measure and assess performance and reach of projects. Completed by mid-June 2022.

5.6.4 All grantees provided with participant feedback and evaluation forms to report on project performance and delivery. Completed by early June 2022.

5.6.5 Compile a list of successful projects by theme (e.g. 'to create greater community cohesion'), their regional location, agreed amounts of Departmental funding and match contributions. Risk register created and



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updated regularly to show where projects are struggling to deliver. Updated throughout delivery period.

### 5.7 Phase 5: Evaluation (post-project completion): September – December

5.7.1 Compile and share with DLUHC feedback forms of at least 80% of successful applicants.

5.7.2 Photos, videos and materials from funded projects forwarded onto DLUHC.

5.7.3 Interim report submitted based on evaluation and monitoring of all projects by 1st August each year on the impact of individual projects and the impact of the Windrush Day Grant Scheme in relation to its objectives.

5.7.4 In-depth evaluation of a select number of projects across a range of geographic areas and project types submitted by December 2022.

### 6 Key Dates

6.1 To note, these dates are for cycle one. For key dates pertaining to funding cycles two and three, see **Annex A** below.

6.2 Phase 1 of the Windrush Day Grant Scheme will commence in January 2022 and end in March 2022. Please note that, depending on timelines, it is expected DLUHC will begin work on the scheme in-house, before the supplier's contract starts. The supplier will be expected to begin working on the scheme as soon as feasibly possible (typically 2 weeks after signing the contract)

6.3 Phase 2 of the Windrush Day Grant Scheme will commence in January 2022 and end in March 2022.

6.4 Phase 3 of the Windrush Day Grant Scheme will commence in March 2022 and end in April 2022.

6.5 Phase 4 of the Windrush Day Grant Scheme will commence in May/ early June 2022 and end in December 2022.

6.6 Phase 5 of the Windrush Day Grant Scheme will commence in September 2022 and end in January 2023.

### 7 Contract Management Arrangements

7.1 The supplier will ensure that they report to DLUHC on progress against the Deliverables as set out in clause 5. The supplier's lead officer will initially hold weekly meetings, before transitioning to monthly meetings with DLUHC officials to report on progress, in addition to regular contact between the supplier and DLUHC officials as appropriate. The transition from weekly to monthly meetings is expected to occur after 2 months.

7.2 The supplier will complete and return to DLUHC a monthly summary of progress to chart progress against the phases and deliverables and upcoming plans, with an additional final report and lessons learned meeting with DLUHC



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officials at the end of the work. Reports shall be submitted via email to the lead DLUHC official.

7.3 The supplier should attend meeting with the Windrush Community Funds and Windrush Schemes Sub-group as and when required. When attendance is required, DLUHC will give the supplier at least 5 working days' notice.

7.4 Payments will be made based on the achievement of the deliverables and DLUHC's agreement that the supplier has delivered against all required activities. If DLUHC believes the supplier is not on target to deliver against the deliverables, it will take remedial action in accordance with the terms and conditions of contract.

7.5 DLUHC's contract manager will be confirmed at contract award.

7.6 As part of their bid, the supplier should demonstrate aptitude and experience with regards to holding and distributing funding.

7.7 Payment will be made upon the completion of each Phase in accordance with the Pricing Schedule. All prices as stated the Pricing Schedule will be firm for the duration of the contract.

7.8 An agreed end of contract timetable will be submitted by the supplier two months after the beginning of the contract and implemented in accordance with agreed timelines as contained in the timetable. It is agreed the end of contract arrangements will include the following:

7.9 All materials and intellectual property prepared for administering and assessing project funding will be the property of DLUHC's at the end of the contract.

7.10 Archived data relating to the administration of the fund in particular grantee contact details and account details will be transferred to the authority one month before the end of contract (or as agreed) alongside their application form.

7.11 A decision will be made about any remaining funds prior to the end of the contract, although the full grant is expected to be disbursed by the supplier. DLUHC reserves the right to recover all monies from the supplier on termination of contract.

7.12 All data about organisations who have applied to the fund or shown interest in the fund must be destroyed by the end of contract date. The authority requires the supplier to take all reasonable steps to ensure the safe and secure destruction of both electronic and paper records relating to the Windrush Day Grant Scheme, in particular contact details of applicants.

7.13 Six months prior to the end of the contract date the supplier will provide the authority with all TUPE considerations for staff employed or contracted on delivering the contract. The supplier will also provide in writing a detailed list of physical and technical resources used to administer the contract.

7.14 Prior to the end of contract final legacy contract materials including learning products, blogs, videos, case studies, toolkits, publications, etc. should be transferred from the supplier to the Authority.



7.15 Two months prior to the end of contract a summary document submitted by supplier to the Authority, showing completed closure and transition services with any outstanding invoice.

7.16 All personal data collected and processed will be done so with compliance to The Department's Personal Information Charter, which can be found here:

<https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government/about/personal-information-charter>. This is our privacy notice and sets out how the Department processes personal data.

### **Annex A: Key dates pertaining to funding cycles one, two and three**

The table below shows the Phases for each year of the contract, where One Year is defined as one Grant Funding Cycle of the Windrush Day Grant Scheme.

The second and third cycles of the contract (Option years one and two) will be dependent on whether DLUHC successfully secures budget from HMT for another year of grant funding, as well as satisfactory supplier performance in cycle one (1). Option years will be enacted via a formal Contract Amendment issued by the Authority.

Please note these dates are for information purposes only and may be subject to change.

Dates will be agreed between the Contractor and the Authority prior to the commencement of an option year/ grant funding cycle.

Payment for each phase of work will be made in arrears upon the completion of each phase. Payment for ongoing administrative work will be made in arrears at the end of each cycle.

<b>Phase</b>	<b>Cycle one (2022 grant scheme)</b>	<b>Cycle two (2023 grant scheme)</b>	<b>Cycle three (2024 grant scheme)</b>
Phase 1	January – March 2022	November – December 2022	November – December 2023
Phase 2	January – March 2022	November 2022 – December 2022	November – December 2023
Phase 3	March – April 2022	January – March 2023	January – March 2024
Phase 4	May/ early June – December 2022	March – December 2023	March – December 2024
Phase 5	September 2022 – January 2023	July – December 2023	July – December 2024

\*Break points are included before the commencement of each Phase during the option years of the contract (option year one and option year two). The Authority reserves the right to break the contract via serving one month's written notice to the Contractor giving notice prior to the commencement of the subsequent Phase. The Authority will pay all reasonable costs associated with the contract up until the commencement of the subsequent Phase.





## APPENDIX 1 (GRANT PAYMENTS TO SUCCESSFUL ORGANISATIONS)

1. As set out in paragraph 3.3.8 above, up to £500k funding will be delivered to the supplier at the start of the 2022/23 financial year to be disbursed to successful applicants, in line with the timelines outlined above.
2. **In the period 10th – 31st May 2022** the supplier will draft and agree with DLUHC grant funding agreements with all successful Windrush Day Grant Scheme funded projects, and disburse funding from May 2022.
3. Where finance due diligence checks are satisfied, the supplier shall make arrangements to issue successful organisations with the relevant grant payments. The supplier will, as soon as is possible, submit an invoice to DLUHC detailing the total amount of funding to be dispersed to successful organisations. For this purpose, the proforma **below** must be completed and promptly submitted to DLUHC.
4. The supplier will deliver funding by BACS to successful organisations and must ensure that all organisations spend grant money appropriately and recovers any unspent grant.

### Supply of Administration of the 2021 Windrush Day Grant Scheme

Contract Ref: CPD4122191

Eligible expenditure for grant payments to successful organisations (May 2022)

Name of Organisation	Near Neighbours	
Name of Approved Contract	Supply of Administration of the 2021 Windrush Day Grant Scheme	
List below all organisations to whom grant payments will be made and exact amounts in the column opposite		(£)



**SCHEDULE 2**

<b>TOTAL EXPENDITURE</b>	